

PaperCom

User Guide

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Contents

OVERVIEW	5
THIS MANUAL	5
<i>Installation</i>	6
WORKING WITH PAPERCOM	7
THE QUICK SELECTOR	7
<i>Scanner settings</i>	9
<i>The Quick Selector system menu</i>	10
THE DOCUMENT MANAGER	11
SCANNING A DOCUMENT	12
IMPORTING AND EXPORTING DOCUMENTS	12
<i>Importing a photo</i>	12
<i>Printing from an application</i>	13
<i>Exporting documents</i>	13
WORKING WITH THUMBNAILS	14
<i>Stacking pages</i>	14
<i>Viewing pages in stacks</i>	15
<i>Unstacking pages</i>	15
<i>Rotating thumbnails</i>	15
<i>Naming a thumbnail</i>	16
<i>Finding items</i>	16
<i>Deleting items</i>	17
WORKING WITH FOLDERS	18
<i>Creating and naming folders</i>	18
<i>Deleting folders</i>	19
<i>Organizing items in folders</i>	19
THE APPLICATION BAR.....	20
<i>Customizing the application bar</i>	20
<i>Scan buttons</i>	22

WORKING WITH TAKENOTES 23

THE TOOLBAR	23
VIEWING A DOCUMENT	24
<i>Zooming on a page</i>	24
<i>Cropping</i>	25
<i>Rotating</i>	25
<i>Printing</i>	26
WORKING WITH ANNOTATIONS.....	26
<i>The tool palette</i>	27
<i>Choosing fonts and colors</i>	28
<i>Editing and viewing annotations</i>	28
EXPORTING A DOCUMENT.....	29
<i>Saving a document</i>	29
<i>Index</i>	30

OVERVIEW

Consider PaperCom a filing cabinet by your desktop. You keep in it photos, newspaper clippings, doctors' bills, phone numbers, business cards or legal contract, neatly arranged in folders.

You can then print your documents, transmit them by fax or email, or open them in different applications with the click of a button.

THIS MANUAL

The first section, “Working with PaperCom”, presents the PaperCom main workspace, the Document Manager, how to work with thumbnails and folders, and the application bar.

The second section, “Working with TakeNotes”, introduces TakeNotes, a utility you can use to enhance and annotate your scanned items.

INSTALLATION

PaperCom is very easy to install. Just follow these steps:

Make sure your scanner is already connected to your computer. Consult the scanner manual for details on how to install the scanner and its software.

1. Insert the PaperCom CD in your CD-ROM drive.

For Windows 3.1: choose Run from the File menu in the Program Manager.

For Windows 95: click on the Start button and choose Run.

2. Type d:\setup, where “d” represents the drive letter of your CD-ROM.
3. Follow the instructions on screen.

PaperCom comes with an uninstall utility. If you wish at any time to remove it from your computer, just click on the Uninstall icon in the PaperCom program group.

SECTION 1

WORKING WITH PAPERCOM

This section introduces the basic procedures needed to work with PaperCom.

THE QUICK SELECTOR

When you start PaperCom, it appears as an application toolbar on top of your screen.



The Quick Selector allows you to scan documents directly to a number of applications in a few steps:

1. Click on an application button: its icon appears on the Setup button on the right.
2. Click on the Setup button to modify the scanner settings (see next page).

3. Click on the Scan button . What happens next depends on what you selected:

- InTray: the scanned document appears into the InTray folder in the Document Manager view.
- Folder: choose in which folder to scan the document.
- Scan to disk: scan under different format anywhere on your disk.
- Printer: the scanned document is sent directly to the printer – a bit like a copy machine.
- E-mail/fax: send the document directly to your email or fax program as an attachment.
- Image Editor/BCR/OCR: the application opens after the scanning to allow you to modify the image.

The document does not appear in PaperCom: use the Import command to import it (see p.12)

4. Click on the Document Manager button to access to the Document Manager.

5. Click on the Exit button to close PaperCom.

Your scanned documents are automatically saved.

The first 8 application buttons are the default buttons provided by PaperCom. You can add more application with the Preferences command in Document Manager (see p.20), or with the Add Applications command of the Quick Selector system menu (see below).

SCANNER SETTINGS

The setup button in the Quick Selector allows you to define the scanner settings. In the Setup to dialog box, the common area is similar for all applications.

Most of these settings are described in your scanner manual.

Use the Select Source command in the Quick Selector system menu to choose your scanner driver – see your scanner manual for details.

- **Resolution:** the number of dot per inch (dpi) that the scanner uses. A high resolution increases the file size and the processing time.
- **Scan Size:** select a size for the image that fits the size of the document you want to scan.
- **Image Type:** select a bit depth for your image.
 - **LineArt (1-bit),** black and white area without gray shades.
 - **Halftone (1-bit),** to simulate shades of gray.
 - **Gray (8-bit),** to produce 256 levels of gray shades in a continuous tone.
 - **True Color (24-bit),** for high quality color images.

Choose the right type for your documents. If you scan pages of text without any images, use LineArt. Use halftone to give a fair idea of an image or a logo in a newspaper article or a letterhead.

For good representation of an image, choose Gray. True Color offers the best quality, but the size of the file of disk increases dramatically, especially if you set a high resolution.

- **Contrast:** modify the difference between light and dark areas in an image.
- **Brightness:** lighten or darken an image.
- **Reset:** click to reset brightness and contrast.
- **Invert:** check this case to invert the gray/color shades in an image (like a negative).
- **Scan mode:** choose to scan single or multiple pages.

For a good result, scan only similar documents in one go. If you scan pages of text and color photos, change settings for each item.

- **Setup (printer and fax) :** opens the Windows Print setup dialog box.

The optional area at the bottom of the dialog box allows you to choose a different application, or offers different settings:

- **Printer:** choose to reduce/increase the document to fit on the printed page, to center the printed item on the page, and to print multiple copies.
- **OCR:** choose another OCR program, the language and the format of the output text, and to verify or not the scanned text (see the OCR on-line help for more details).

THE QUICK SELECTOR SYSTEM MENU

The Quick Selector system menu allows you to select a TWAIN driver (see your scanner manual), and to add applications to the toolbar: see page 20 for more information.

THE DOCUMENT MANAGER

This is where you organize your scanned items. The documents appear as thumbnails on the desktop: you can name and arrange them in stacks and class them in folders. You can also set scanner preferences and modify the settings of the applications in the application bar.

The desktop has four areas:

- The toolbar, on the top, with shortcuts to the main menu commands, and buttons to manage thumbnails and stacks (see p.14 & 30).
- The folder column, displaying the InTray folder and your personal folders (see p.18).
- The thumbnail area, displaying the content of the selected folder or the Recycle bin (see p.14 & 17).
- The Application bar at the bottom, offering a shortcut to different program, the printer or your hard disk (see p.20).

Double-click on a thumbnail and its document opens in another application: here you can crop it, view it at different zoom levels, and add annotations: see section two, “Working with TakeNotes”.

SCANNING A DOCUMENT

To scan a document in the PaperCom desktop:

1. Use the Select Source command in the File menu to select the scanner (only the first time – see your scanner manual for more information).
2. In the Document Manager, choose the folder in which you want to scan the document.
3. Place the document in the scanner, and click on the Scan button in the toolbar.

Consult your scanner manual for more information on how to use the scanner.

4. The scanned document appears as a thumbnail on the desktop.

IMPORTING AND EXPORTING DOCUMENTS

You can import items, or print directly from an application to get documents on the PaperCom desktop.

IMPORTING A PHOTO

You can import a photo already on your hard disk, from a floppy disk, or any other storage device, with the Import: From File command in the File menu. Simply select a file type, locate the file you want to import and click on OK.

PRINTING FROM AN APPLICATION

You can print files directly from other application onto the PaperCom desktop. You can for example print a file directly from your word processor, database, spreadsheet, or graphics programs.

1. Choose the Print Setup or the Print command in your application. Generally these commands can be found in the File menu.
2. Select “PaperCom” in the printer’s list.
3. Define other settings, such as number of copies and page range if necessary.
4. Click OK: the document appears as a thumbnail or a stack in the InTray folder of PaperCom.

If PaperCom is not already open, the Quick Selector appears.

EXPORTING DOCUMENTS

You can export documents scanned onto PaperCom under a large selection of formats.

From the desktop, drag a thumbnail onto the Save button in the application bar. The Save file dialog box appears: select a file format, a name and a location for the file and click OK.

If you drag a stack onto the Save button, each page of the stack will be saved with a number, for example case1.bmp, case2.bmp...

WORKING WITH THUMBNAILS

When you scan or import a document or a photo, it appears as a thumbnail on the desktop. A thumbnail can be one page or a stack of pages. Click on a thumbnail: a red border indicates that it is selected. You can now drag it to another folder, rename it, or open it in TakeNotes.

To select more than one thumbnail, press the Shift or Ctrl keys. To select all the documents in a folder, click on the Select All button on the toolbar.

STACKING PAGES

When you scan a multiple page document, each page appears as an individual thumbnail on the desktop. Stacking allows you to work with them as a single item.

1. Click on the thumbnail you want to stack, hold on the mouse button, and drag onto the target thumbnail.
2. When the pointer changes shape, release the mouse button. The selected item is placed under the target thumbnail.
3. Repeat these steps to add other thumbnails. Each selected item is placed at the bottom of the stack.

You can also drag and drop multiple selected thumbnails, or stacks onto other stacks.

VIEWING PAGES IN STACKS

Click on a number tab to view a page in the stack.
If a stack has more than 6 pages, two cursor arrows appear: click on the arrows to switch to the page you want to display.

UNSTACKING PAGES

You can unstack all the pages of a stack in one go, or one page at the time, with the two Unstack buttons in the toolbar. To unstack one page, select it by clicking on its number tab, and click the Unstack One Page button.

ROTATING THUMBNAILS

Use the Rotate tools on the toolbar to rotate a thumbnail 90° to the left or the right or upside down. On a stack, only the active image is rotated – the other images in the stack are not affected.

NAMING A THUMBNAIL

There are two ways to name or rename a thumbnail or a stack:

1. Click on the thumbnail to select it.
2. Click on its title: an edit box appears.
3. Type in the title you want (up to 256 characters).
4. Click on the thumbnail again.

-or-

Click on the Modify button . In the dialog box that appears, you can give a name, change the date and add a note to your document.

All properties are document dependent: if you drag a thumbnail with a name onto a stack, it will take the properties of the stack. If you unstack it, it will reappear as an untitled document.

FINDING ITEMS

Find documents in your folders by words or by date:

1. Click on the Search button , or choose Find in the Edit menu.
2. In the Search dialog box, enter a string as a search criterion: this could any word in the title of a document, or appearing in a description.

You can also enter a date, to find for example all the documents scanned last month.

3. Click on one of the search button:
 - “Find”, and the first item found is selected on the desktop. Press the F3 key (or choose Find Next in the Edit menu) to go to the next item.
 - “Find All”, and all the items found are displayed in a dialog box. Select a document and press the Go To button.
4. Click the Reset button in the Search dialog box to erase a search criterion.

DELETING ITEMS

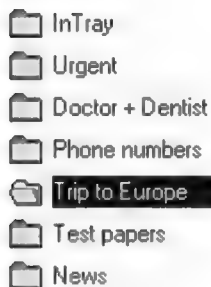
Deleted items from the desktop go into the Recycle bin.

1. Select the documents you want to delete. Press the Shift or the Ctrl key to select multiple documents.
2. Drag the documents onto the Recycle bin icon, or press the Delete key, or click the right mouse button on the desktop and choose Delete.
3. Click Yes to confirm your action and the documents are moved to the Recycle bin.
4. Click on the Recycle bin to display its content.

Use the Recycle bin commands in the File menu to completely empty the bin, delete only the selected items, or restore them.

WORKING WITH FOLDERS

Create folders for your projects, contracts, dentist bills, newspaper clippings, or any article you want to scan and keep.



CREATING AND NAMING FOLDERS

1. Choose the Folder: Add command in the Edit menu, or click the right mouse button on the folder column, and choose Add Folder.
2. Enter a name for the folder (note that only 23 characters will be displayed).
3. To modify a title, select it, and then click again: an edit box appears.

You can modify the width of the folder column to display long folder names.

DELETING FOLDERS

Choose the Folder: Delete command in the Edit menu, or select a folder, and then click the right mouse button and choose Delete Folder in the popup menu.

Make sure to select the folder you really want to delete before choosing the Delete command in the right mouse button popup menu.

The folder disappears, but its documents go into the Recycle bin.

The InTray folder is the PaperCom default folder and cannot be deleted or modified.

ORGANIZING ITEMS IN FOLDERS

To change the order of thumbnails in a folder, simply drag them with the mouse. Press the Rearrange Documents button in the toolbar to align them.

Press the Duplicate Selected Documents button to make copies of thumbnails.

Moving with the Shift or Ctrl keys pressed duplicate also the thumbnails.

To drag and drop thumbnails from folder to folder:

1. Select the thumbnails to move, hold down the left mouse button, and drag onto the target folder.
2. When the pointer changes shape, release the mouse button. The thumbnails are moved into the folder.

Press the Shift or the Ctrl key, the pointer displays a plus sign: the thumbnails are copied into the target folder.

THE APPLICATION BAR

The application bar offers a shortcut to your applications.



Select a thumbnail, drag it onto an icon in the bar (or just click on one of the application buttons), and the document opens in the workspace of the application.

Most applications will open only the first page - or the selected page - of a stack.

PaperCom saves documents as PCX files . Some applications are not able to recognize this file format. If this happens, export the file under another file format with the Save button (p.14).

CUSTOMIZING THE APPLICATION BAR

The first time you start PaperCom, the application bar displays 7 icons. The Preferences dialog box on the toolbar allows you to modify the properties of each of the programs, as well as to add other programs.

1. Click on the Preferences button on the toolbar.

The first page of the Preferences dialog box allows you to define the scanner settings (see p.9).

2. Select the other tabs:

- Image Editor: select another editor with the browse button.
- OCR: choose another OCR program, the language and the format of the output text (a document dragged to the OCR icon is saved as a temp file into the PaperCom\OCR folder on your disk after processing).
- Fax: choose and setup your fax program.
- E-mail: lists your installed email programs.
- Print: setup a printer, and decide to reduce/increase the document to fit on the printed page, to center the printed item on the page, and to print multiple copies.

Check the “Add Annotations When Exporting ” option if you want to show annotations when you print or send a document. (For more on annotations, see section two, “Working with TakeNotes”)

3. Click on the Other Applications tab to add programs to the application bar.

- Click on the Add button, enter a description for the program (optional), and type in the path of the program (or use the browse button to find it.) Click OK and repeat the procedure to add more applications.

- Click on the Delete button to remove a program from the application bar.
- The Modify button allows you to modify the description or the path of a program.

Click on the arrows on the side of the bar to display more icons.

SCAN BUTTONS

Place buttons with different settings in the scan button palette, for example one for scanning color photos, another one for scanning credit card receipts, and one for scanning business cards.

1. Click on the Preferences button on the toolbar, and on the Scan Buttons tab.
2. Click on an empty button on the palette, enter a name (for example “Photo”) in the edit box, and choose a shortcut key in the list.
3. Define the scanner settings associated to the button.
4. Click on the Set button: the button appears in the palette. Repeat steps to add more buttons. Click on Remove to delete a button of the palette.
5. Click OK. When you start Document Manager, the scan buttons palette appears on the top right corner of your screen. Use the two commands in the Scan menu to show or hide it, or to select directly a setting in the list.

SECTION 2

WORKING WITH TAKENOTES

Double-click on a thumbnail on the PaperCom workspace, or press the first button on the toolbar, and the page opens in TakeNotes, a utility program providing edition tools.

Here you can crop, rotate, and magnify pages, cut and paste information, and add notes and drawings.

THE TOOLBAR

The toolbar offers access to all the functions available in TakeNotes.

- If you opened a stack, the page box shows which page is displayed. Click on the arrows to go to another page.
- The Cut/Copy/Paste tools allow to cut/copy annotations to, and past from, the clipboard.
- The Crop tool cuts the portions of the image outside a selection area.

- The Rotate tools flip the image 90 degrees to the left or to the right or upside down.
- The Zoom box displays the magnification of the document.
- The Show Annotations button shows or hides the annotations on the page.
- The Move tool allows you to scroll the page.
- The Palette button shows or hides the tool palette (see next section).
- The About button displays the About box.

VIEWING A DOCUMENT

Rotate an image in TakeNotes for a better view or crop useless portion before printing a document.

ZOOMING ON A PAGE

You can zoom in or out on a page in two ways:

- Choose a zoom factor in the Zoom listbox in the toolbar, or directly type in a number.
- Use the two Zoom tools in the tool palette. Click once on the document to increase/decrease the zoom factor by two, or drag the tool to define an area to zoom in or out.

CROPPING

Cropping is an excellent way to get rid of unwanted parts of a scanned document.

1. Select the area you want to keep with the Selection Area tool. Zoom out or use the Fit Page to Window command when you define your selection.
2. Move your pointer inside the selected area, it becomes scissors: click to crop (or click on the Crop button in the toolbar).
3. The parts outside the selection area are discarded. Choose the Undo command in the Edit menu if you want to retrieve them.

ROTATING

The Image menu offers commands to change the view of a page.

- Rotate a page 90 degrees to the left or the right, or return a document scanned upside down.
- Flip an image to create a mirror effect.

PRINTING

Print a document directly from TakeNotes with the Print commands in the File menu.

The Print and Print Setup command display the common Windows dialog boxes: select and configure here your printer.

The Print Options command displays a dialog box that allows you to decide to print or not the annotations on a page, and the size of the printed image. Choose to print the document pixel to pixel, to fit the document on the page, or to enter a scale factor.

Click then on Print Preview to see how the document will print. If you entered a high scale factor in the Options dialog box, you will need to print your image on several sheets of paper.

WORKING WITH ANNOTATIONS

All the annotation tools are found in the tool palette or the Object menu. Those tools allow you to mark or highlight parts of documents (just like you would with a pen or a marker), or to add comments on sticky notes.

THE TOOL PALETTE

All the tools work in the same way: click on a tool on the palette and drag to define a shape on the document.

- Selection: selects existing annotations
- Selection Area: define a zone for cropping
- Zoom In: increases the view
- Zoom Out: decreases the view
- Line: draws straight lines
- Sticky Note: adds text notes
- Rectangle: draws rectangular shapes
- Ellipse: draws circular shapes
- Highlighter: highlights information with colors
- Freehand: draws free shapes

Click on the Tool Palette button on the toolbar to display the palette, or choose the respective commands in the Object menu.

Make sure that the Show Annotations button on the toolbar is pressed down when you use an annotation tool.

CHOOSING FONTS AND COLORS

Click with the right mouse button on a tool in the palette to change its properties before using it. (To change the color or style of an existing annotation, see the next section.)

- For the drawing tools (Line, Rectangle, Ellipse, and Freehand), change the lines style, width, and color - or choose the Property command to change them all in one go (changing one influences the other).
- Change the marking color of the Highlighter tool.
- For the Sticky Note tool, choose a font, style and color for the text, and the background color of the note.

EDITING AND VIEWING ANNOTATIONS

Use the Selection tool to select an annotation: handles appear at the end or around the annotation.

1. Click on a handle, the mouse pointer becomes a double arrow: drag to resize the annotation (or change a line angle).

Note: Freehand annotations cannot be resized.

2. Use the Attributes menu to change the line width, the color or the font used in the annotation, or to edit a sticky note text.
3. To move annotations, click on it and drag: the mouse pointer becomes a cross. For rectangles, circles and lines, be careful to click on the lines.

4. Cut/copy and paste annotations with the respective commands in the Edit menu, in and between pages.

A faster way to duplicate an annotation is to simply press the Ctrl key when you move it.

5. Place the annotations on the page with the Move Annotations commands in the Object menu.

Use the Show Annotations button in the tool bar, or the Annotation command in the View menu to display or mask the annotations.

EXPORTING A DOCUMENT

You can save a document and its annotations with the Export Image command in the File menu. If you don't want to keep the annotations on the saved image, uncheck the Annotation box in the Export Image dialog box.

The Import Annotation command allows you to import previously saved annotations – look in your PaperCom/Data folder for some examples of annotations file.

SAVING A DOCUMENT

When you quit TakeNotes, a message box prompts you to save or not the changes made on your documents. Click Yes, and the thumbnails of documents with annotations appear with a little thumbtack in the PaperCom workspace.

INDEX

A

Add Annotations When
 Exporting 20
Add Folder command 17
Adding applications 20
Annotation command 28
Application bar 6
Attributes
 annotations 27

B

BCR button 7
Brightness 9

C

Contrast 9
Cut/Copy commands 28

D

Delete Folder command 18
Document Manager button .. 7
Duplicate Documents button
 18

E

E-mail button 7
E-mail settings 20
Exit button 7
Export Image command 28

F

Fax button 7
Fax settings 20
Find command 15
Find Next command 16
Fit Page to Window command
 24
Folder button 7

I

Image Editor button 7
Image Editor settings 20
Image Type 8
Import Annotation command
 28
Import command 7
Import From File command 11
InTray button 7
InTray folder 12, 18
Invert 9

M

Modify button 15

O

OCR button 7
OCR settings 9, 20

P

PCX files	19
Preferences button	20
Print commands	12
Printer button	7
Printer settings	9, 20
Property command	27

R

Rearrange Documents button	18
Reset scanner settings	9
Resolution.....	8
Rotate tools	14
Rotate/Flip commands	24

S

Save button	12
Scan button	7, 11
Scan mode.....	9
Scan Size	8
Scan to disk button	7
Search button	15
Select All button	13
Select Source command	8, 11
Setup (printer and fax)	9
Setup button	6
Show Annotations button ..	26

T

Toolbar	
Document Manager	10
TWAIN driver	9

U

Undo command	24
Uninstall	5
Unstack buttons	14

Z

Zoom tools	23
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